



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEETING AGENDA
NOVEMBER 4, 2014, 7:00 P.M.
MEETING HALL
12 DUDLEY ROAD, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 7:02PM the Chairman called the meeting to order and roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice-Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance: The Board observed the Pledge of Allegiance.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Board of Selectmen announcements, updates, and reports:
 - SL referred to an email she received asking why Town Meeting articles do not include a dollar amount. Town Administrator Andrew Sheehan (AS) explained that it is common practice to leave the amount blank and fill it in on the floor of Town Meeting. This way there is flexibility in case an amount changes.
 - CM read an announcement about Veterans Day ceremonies.
 - CS asked about permitting for the High School project. AS reported that he and Richard Hanks, Building Inspector, will be meeting to discuss permitting and inspections.
 - CS asked about the Route 119 paving project and impact on sidewalk construction. AS reported that there is correspondence in the files from 2006 estimating that cost of design of a sidewalk from the high school to the Common would be \$200,000-250,000. Only \$100,000 was appropriated and the funds remain available. He said Ed Kukkula, Highway Superintendent, is seeking a new estimate. The Board asked that this be added as an agenda item.
 - CS raised an objection about AS negotiating the salary with the newly appointed Town Accountant. CS said only the BOS can negotiate with the Town Accountant. She added that the position should be removed from the compensation and classification plan and should have a contract. SL asked for a motion to adopt the Town Administrator's recommendation. CS moved to start new Town Accountant Terry Walsh at grade 9, step 8. CM seconded. 2-1 (CS opposed).
- 1.6 Town Administrator updates and reports. AS gave the following updates:
 - AS reported that the Devens Household Hazardous Products Collection Center will be open November 5 and 8 from 9AM-12 noon.
 - He said due to the Veterans Day holiday payroll and vendor warrants will be available for the Board to sign on Monday.
- 1.7 Approval of meeting minutes: October 21, 2014. CS moved to approve the meeting minutes of October 21, 2014. CM seconded.

- 4.2 Review request of Police Chief Erving M. Marshall, Jr. to appoint Jeffrey J. Giles as a full time police officer with a nine-month probationary period pending the completion of psychological testing. Chief Marshall introduced Jeffrey Giles. CS moved to appoint Jeffrey J. Giles as a full time police officer with a nine-month probationary period pending the completion of psychological testing with a term from November 4, 2014 to June 30, 2015. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 EXECUTIVE SESSION to conduct contract negotiations with the Deputy Police Chief, pursuant to GL c. 30A, s. 21, (a)(2). At 7:22 CS moved to enter executive session to conduct contract negotiations with the Deputy Police Chief, pursuant to GL c. 30A, s. 21, (a)(2). CM seconded. CS aye; CM aye; SL aye. At 7:33 the Board returned to open session.
- 2.2 Information Technology upgrades: Discuss options for upgrading the Town's information technology infrastructure. AS gave a brief summary of the Town's IT system, stating that it has served us well, but is in need of investment. He said two IT assessments have been done, both of which made similar recommendations. Melissa Hermann (MH) of Townsend Technologies, the Town's IT vendor, summarized the IT plan she prepared, stating that she identified the top five items. SL asked if this constitutes a capital acquisition and AS said it does not. A discussion ensued about hosted Exchange vs. Exchange server managed in-house. Steve Cloutier, the Town's former IT vendor, was present and said hosted Exchange takes a lot of the burden off in-house staff and might be a better investment in the long term. He also said the Town must be sure that records are archived in accordance with the laws. Deputy Police Chief Dave Profit said the Police Department has had proprietary Exchange and has looked at hosted Exchange. He believes the difference in costs is not significant. In response to a question about backups, MH said there are a number of options available and she has budgeted \$2,500. MH said she would aim to have new desktops installed by the end of 2014 and the other components by July 1, 2015. The Board was generally supportive of the plan. SL asked that they keep refining the plan and develop more specifics.

III MEETING BUSINESS

- 3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. AS provided a brief update on the pipeline project. There are new maps on the website that overlay the Kinder Morgan maps onto tax maps; the next Coalition meeting is November 17 in Dunstable; he mentioned the open houses in Pepperell, Hollis, and Ashburnham; the Statewide stop the pipeline summit is on November 15 at Monty Tech in Fitchburg.
- 3.2 Discuss funding for legal services associated with the Northeast Energy Direct gas pipeline project. The Board discussed whether to ask Town Meeting for funds to retain legal counsel. CS said she has no dollar amount in mind, but feels we should be researching potential costs and special counsel. The Board came to no decision and tabled the item.
- 3.3 Unitil substation: Update. AS said he asked Unitil to retain a consultant to measure the noise generated by their mobile generators and develop a noise mitigation plan. He has not heard back from them yet. SL suggested that a letter be sent to Unitil that we expect they will install a sound barrier sufficient to muffle the sound the next time they install a mobile generator in Townsend. The Board asked AS to prepare a letter for their review.
- 3.4 Public records request of Karen Hill: review and discuss correspondence. CS said she asked that this item be put on the agenda because we cannot pass the cost of research onto public records requesters. AS recounted the history of the request from Karen Hill, statements that were made at the July 31, 2014 BOS meeting, and his correspondence with the Supervisor of Public Records. He reminded everyone that Ms. Hill has pending litigation against the Town and that it is critically important that we review the

eight years of emails so the Town does not divulge its litigation strategy and put the Town and the taxpayers in a disadvantageous position.

- 3.5 Review and approve request of the Frank Farese of the Lion's Club to sell Christmas trees on the Town Common from November 29, 2014 – December 24, 2014. CS moved to approve request of the Frank Farese of the Lion's Club to sell Christmas trees on the Town Common from November 29, 2014 – December 24, 2014. CM seconded. Unanimous.
- 3.6 Review and accept Sustainable Materials Recovery Program Municipal Grant from the Massachusetts Department of Environmental Protection in the amount of \$750 for a Targeted Small Scale Initiative. CS moved to accept Sustainable Materials Recovery Program Municipal Grant from the Massachusetts Department of Environmental Protection in the amount of \$750 for a Targeted Small Scale Initiative. CM seconded. Unanimous.
- 3.7 Review and accept Recycling Dividend Funds under the Sustainable Materials Recovery Program from the Massachusetts Department of Environmental Protection in the amount of \$2,400. CS moved to accept Recycling Dividend Funds under the Sustainable Materials Recovery Program from the Massachusetts Department of Environmental Protection in the amount of \$2,400. CM seconded. Unanimous.
- 3.8 Review and sign resolution declaring November as Pancreatic Cancer Awareness Month. CS moved to sign resolution declaring November as Pancreatic Cancer Awareness Month. CM seconded. Unanimous.
- 3.12 Review and sign Police mutual aid agreement between the Town of Townsend and the Town of Brookline, NH. Chief Marshall summarized the benefits of the agreement with Brookline, NH. CS moved to sign Police mutual aid agreement between the Town of Townsend and the Town of Brookline, NH. CM seconded. Unanimous.
- 3.13 Review and sign Consensual Order of Taking for the conveyance of the Clement property, so called, located off South Row Road and Emery Road, to the Commonwealth of Massachusetts. Conservation Agent Leslie Gabriliska and Anne Gagnon of Mass. Division of Fisheries & Wildlife were present to discuss the conveyance of the Clement property from the Town to the State. CS moved to approve and sign all documents necessary for the conveyance of the Clement property and to sign them out of session. CM seconded. Unanimous.
- 3.9 Special Town Meeting: Review and discuss articles, set date, and sign warrant for Special Town Meeting on December 3, 2014. CS moved to set the Special Town Meeting for December 3, 2014. CM seconded. Unanimous. CS moved to sign the Special Town Meeting warrant for December 3, 2014. CM seconded. Unanimous.
- 3.10 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. The Board tabled the item until 11/18/14.
- 3.11 Vote to close to the public the Town Hall and non-continuous operations offices on November 28, 2014 and allow employees to use vacation or personal time. CS moved to close to the public the Town Hall and non-continuous operations offices on November 28, 2014 and allow employees to use vacation or personal time.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Gallery Committee: Review the request of the Gallery Committee to appoint Lisa Lewand to the Gallery Committee for a term from October 22, 2014 to June 30, 2016. CS moved to appoint Lisa Lewand to the Gallery Committee for a term from October 22, 2014 to June 30, 2016.
- 4.3 Review recommendation of Town Administrator Andrew Sheehan to appoint an Executive Assistant to the Town Administrator. AS presented a memo to the BOS recommending the appointment of Jodie Deschenes as Executive Assistant to the Town Administrator. CS moved to approve the hiring request to appoint Jodie Deschenes as Executive Assistant to the Town Administrator effective November 4, 2014 with a six month probationary period with salary to be set at grade 4 step 1. CM seconded. Unanimous.

V WORK SESSION

5.1 Review and sign payroll and bills payable warrants. CS moved to sign payroll and bills payable warrants out of session.

CM asked to mention another item: He said he is concerned that TAYSA has put up a ramp blocking access to the fields at Squannacook Meadows. He asked that they be invited to a meeting to discuss it. AS pointed out that they have also asked to extend their lease and this is a good opportunity to talk about all issues.

9:15 CS moved to adjourn the meeting. SL seconded. Unanimous.

Respectfully submitted: Andrew Sheehan

Note: documents used or referenced during the meeting are available at

http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/ or in the Selectmen's Office.